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| <h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <p style="text-align: center;">-Reissue-</p> | | 広報番号： Announcement No. | FEC-PRY32-001-16L(R5) | |
| | | 募集締切日： Closing Date | 19 Oct 16 1 st Cut-off: 7 Sep 2016 2 nd Cut-off: 28 Sep 2016 | |
| | | 発行日： Date of Issue | 18 Aug 16 | |
| 1.職名, 職番, 給与表 Job title, Job No., & Basic Wage Table (BWT): <h3 style="text-align: center;">Engineering Technician (General), #310</h3> <h4 style="text-align: center;">BWT-1</h4> <h4 style="text-align: center;">[エンジニアリング専門職(一般)]</h4> 目標等級／語学能力級 Target Grade & Language Proficiency Level (LPL): 等級 Grade-5, 語学能力級 LPL-2 採用可能見習い等級／語学能力級 Acceptable Trainee level: 等級 Grade-4, 語学能力級 LPL-2 | | 募集人数 No. of Recruitment <h2 style="text-align: center;">1 名</h2> | 4.募集範囲 Area of Consideration I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input checked="" type="checkbox"/> 外部 Off Base Applicant * Those who previously applied for VA#: FEC-PRY32-001-16～(R4) need not to reapply. | |
| <input checked="" type="checkbox"/> 事務系(BWT-1) <input type="checkbox"/> 技能系(BWT-2) <input type="checkbox"/> 保安系(BWT-3) <input type="checkbox"/> 医療系(BWT-5,6) Administrative Blue Collar Trade Security Medical | | 5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (___ヵ月 Months) | | |
| 2.部隊 Activity Naval Facilities Engineering Command Far East Utilities/Energy Management Department (PRY32) Utilities Management Division (PRY321) Financial Management Branch (PRY321C) | | | | |
| 勤務場所 Working Place: 横須賀市泊町 / Tomari-cho Yokosuka | | | | |
| 3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Monday thru Friday 勤務時間・休憩 Work Hours/Recess Period: 0800-1645/1200-1245 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel | | | | |
| 6.職務内容 Duties <h3 style="text-align: center;">See attached task list.</h3> | | | | |
| 特別な職務状況 Outstanding Working Condition, if any N/A | | | | |
| 7.資格要件／身体条件 Qualification/Physical Requirements * Must possess English language ability meeting the Language Proficiency Level (LPL) indicated in column #1. #1 項に示された語学能力レベルに相当する英語の語学能力が必要となります。 a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work, OR completion of 4-years college/university in a related field. b. Knowledge of NAVFAC FE operation and utilities management function. c. Knowledge of engineering principals, techniques, methods, and procedures gained through technical experience in the engineering field. d. Skill in operating a personal computer system such as Microsoft Word, Excel, Access, Power Point and CUBIC. e. Ability to perform technical inspection/evaluation to facilitate maintenance and service expansion. f. Ability to analyze, evaluate utilities consumption data from field offices and provide utilities billing reports for customers in a timely manner. * An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below: 1-4: a. One year of clerical, technical, or administrative work experience in any field, OR completion of 4-years college/university in any field. * Handicapped applicants may be accepted, depending on the degree and kind of disability. | | | | |

8.提出するもの Application and Associated Documents

- *☒ **空席応募用紙** Application for Vacancy Announcement
- *☒ **専門職務経歴書** Resume of Specialized Work Experience
- ***の記入は Complete * in** ☐ **日本語で Japanese** ☒ **英語で English** ☐ **どちらでも Either**
- ☒ 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』
If you have any family/relatives who work at U.S. Navy base/facility in Japan, “Questionnaire on Relatives”
上記書式は以下の URL よりダウンロードできます。 The above forms can be downloaded from;
http://www.cnmc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html
- ☐ 運転免許証の写し Copy of Driver's License
- ☐ 修了証/証明書の写し Copy of Certificate
- ☒ 英語の能力を証明するものの写し。TOEIC, TOEFL, CASEC, 英検のみを有効な証明書として受け付けます。
(現/前基地従業員は ALCPT も可) その他の証明書、及び英語能力に関する自己申告は不可となります。英語を日常言語とする方も上記証明書の提出が必要です。
Certificate of English Proficiency. Only TOEIC, TOEFL, CASEC, and EIKEN certificates are accepted as English Proficiency Test (EPT) certificate. (ALCPT certificate is acceptable for current/former USFJ employees.) Other EPT certificates or self-statement on English proficiency will not be accepted. The same applies to those whose native language is English.
- ☒ 82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)
- ☒ 日本国籍以外の方は、在留カード (両面) 及びパスポートのコピー For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport
- ☒ DD-214 Copy (Member-4 copy) only for former U.S. military personnel.

9. 応募書類提出先 Office to Submit

内部応募者 (現 MLC/IHA 従業員) と外部応募者 (非従業員) では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.

(注意) 上記項目 4 番の “募集範囲” が現 MLC/IHA 従業員の場合、外部応募者 (非従業員) からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base Applicants will be rated ineligible.

1. 内部応募者 (現 MLC/IHA 従業員) 提出先 (米海軍横須賀基地日本人雇用課 (HRO)) :

Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):

〒238-0001

〒238-0001

神奈川県横須賀市泊町 1 番地

1 Banchi Tomari-cho, Yokosuka

PSC 473 BOX 22 CNRJ HRO N132

PSC 473 BOX 22 CNRJ HRO N132

内線/Extension 243-8152

米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下に壁に内部応募者用の「空席応募提出箱」が設置してあります。毎日午前 0600 時より、午後 0600 時までこの箱への応募書類の提出が可能です。

Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.

2. 外部応募者 (非従業員) 提出先 :

〒238-0011

Off Base Applicants must submit to:

〒238-0011

神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階

Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka

(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)

Yokosuka Branch of LMO/IAA

管理第一係

Management #1 Section

電話番号 Phone 046-828-6959

受付時間 : 月曜—金曜、0830-1730 時 (日本の祭日を除く)。雇用条件等のご質問はこちらにお問い合わせ下さい。 Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of employment.

| 10. 事務処理欄 For Official Use | | |
|-------------------------------------|--|--|
| 募集部隊担当 Activity POC: NAVFAC FE, BD2 | | 軍電 (DSN) 243-6198 |
| PD No.: FEC-PRY321C-011 | PD is accurate and current. Certified by Activity: kn 4/4/2016 | HRO: (rcvd: 12/2) js 12/3 kw 12/4 (1/11) js 1/12 kw 2/9 (4/4) js 4/5 (7/19) js 7/19 (8/16) kt 8/17 |

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません。 Submitted applications will not be returned.

職務で必要とされる語学能力級（LPL）レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

| LPL 語学能力級 | TOEIC | ALCPT | TOEFL (PBT) Paper Based Test | TOEFL (CBT) Computer Based Test | TOEFL (iBT) Internet Based Test | CASEC | EIKEN 英検 |
|---|-----------|----------|------------------------------------|---------------------------------------|---------------------------------------|-----------|-------------|
| 4 – Exceptional Proficiency 特段の能力を要する | 860 ~ 990 | NA | 600 ~ | 250 ~ | 100 ~ | NA | 1st |
| 3 – Fluent proficiency 流ちょうな能力を要する | 730 ~ 859 | 90 ~ 100 | 550 ~ 599 | 210 ~ 249 | 80 ~ 99 | 870 ~ | Pre-1st |
| 2 – Average proficiency 平均的能力を要する | 550 ~ 729 | 75 ~ 89 | 460 ~ 549 | 140 ~ 209 | 50 ~ 79 | 560 ~ 869 | 2nd |
| 1 – Elementary proficiency 初歩的な能力を要する | 400 ~ 549 | 65 ~ 74 | 430 ~ 459 | 120 ~ 139 | 40 ~ 49 | 475 ~ 559 | Pre-2nd |
| Pre-1 – Minimal proficiency (準 1 級) 最小限の能力を要する | 350 ~ 399 | 40 ~ 64 | NA | NA | NA | NA | 3rd |
| 0 – No language proficiency 語学能力を要さない | | | | | | | |

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成 15 年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Task List

Engineering Technician #310-5

1. Provides Technical Support Relating to Utilities Infrastructure.

Under general direction, performs technical assistance on utilities engineering and construction projects. Duties include collecting meter readings, performing utility system inspections and assessments, and providing technical support to customers on energy management issues. Provides data entry and analysis of utility usage statistics. Tasks includes providing technical guidance to leadership as well as monitoring contract conformance with established plans and specifications as required. Incumbent is also responsible for the execution of all the following duties/ requirements without supervision: Provides input on material and equipment standards and specifications, and operating and maintenance procedures for all utilities. The incumbent gathers and analyzes data in order to determine reliability of utility distribution systems. Routine contact with professional and technical level engineering contractors and/or consultants will occur. Provides background information and documentation for management consideration on major utility projects and technical matters involving utility projects. Reviews technical policies, instructions etc. from NAVFACENGCOM, NAVFAC PAC, NFECS and other higher authorities.

2. Interprets utility consumption data and identifies abnormalities. Prepares engineering technical written and verbal reports to supervisor and senior regional level personnel. Conducts reviews and audits facility infrastructure, equipment and services of all utilities throughout the installation to determine capabilities and service effectiveness. Makes recommendations on services and operating methods. Develops long-range plans to assure adequate capacity and reliability of all utilities. Reviews specifications and cost estimates for utility construction projects as needed.

Performs technical inspection and evaluations of existing infrastructure to facilitate maintenance and service expansion. Conducts studies of equipment and services of utilities to determine capabilities, service effectiveness and makes recommendations concerning service and operating methods: evaluates the physical condition of utilities through written reports, on-site audits and inspections. Works with and provides guidance to utility customers for the efficient use of energy and in establishing utilities service requirements. Evaluates technical feasibility of field studies and proposed work pertaining to existing utilities systems.

Using field survey results develops utility allocation models. Acts as CIRCUITS integrator for new initiatives such as the navy's Smart Energy and advanced metering programs. Responsible for identifying industrial control infrastructure configuration and proposes initiatives to meet the Department of the Navy standards for industrial control infrastructure. Reviews plans and drawings for accuracy and recommends improvements.

Works with the field branch managers to investigate/determine the causes of possible utilities system failures and prepares corrective action plans for the responsible area.

Acts as technical advisor to other departments on all utility matters.

3. As an Engineering Technician on utility allocation management and reporting, compiles utilities consumption and usage data via meter readings, engineering estimates etc., and generates monthly billing reports. Analyzes monthly utilities consumption by commodity (such as electricity, fresh water, steam, salt-water, compressed air etc.), and maintains a database to upload the data into the navy enterprise billing system called CIRCUITS UA (Centralized and Integrated Reporting for Comprehensive Utilities Information Tracking System, Utilities Allocation). Conducts field surveys on commodity usage by customers to collect information on occupied square footage or the ratio of floor space used. Provides support to other CNRJ installations as needed. Verifies billing reports and ensures that all the data on the reports are accurate. Uploads the completed utilities monthly consumption reports to DWAS (Defense Working Capital Accounting System) for NAVFAC Financial Management Department to charge utilities costs to all the customers.

Perform other related or incidental duties as assigned.